

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE 1 OF 5 PAGES
2. AMENDMENT/MODIFICATION NO. 0001	3. EFFECTIVE DATE See Block 16C	4. REQUISITION/PURCHASE REQ. NO. P-4-P2-63-FM-A00 000	5. PROJECT NO. (If applicable)	
6. ISSUED BY INTERNAL REVENUE SERVICE Southeast Procurement Branch (A:P:F:SE) 2888 Woodcock Blvd Suite 300 Atlanta, GA 30341 JACKSON, CHARISSE 404-338-9220		7. ADMINISTERED BY (If other than Item 6) See Item 6	CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No. Street, county, State and ZIP: Code) TO ALL OFFERORS Vendor ID: 00055905 ., DC .			(x)	9A. AMENDMENT OF SOLICITATION NO. TIRSE-03-R-00002
			X	9B. DATED (SEE ITEM 11) 12/05/2003
				10A. MODIFICATION OF CONTRACT/ORDER NO.
				10B. DATED (SEE ITEM 13)
CODE		FACILITY CODE		

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☒ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning ___1___ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATA SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and data specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(x)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return ___ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

See SF30 Continuation Sheet

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Charisse Jackson	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY (Signature of Contracting Officer)	16C. DATE SIGNED 12/05/2003

SF30 CONTINUATION SHEET

Amendment 0001 to solicitation TIRSE-03-R-00002 is issued to:

- A. Add the solicitation cover page to the web site;
- B. Revise block 9 of the SF33 to change the time proposals are due to 2:00 P.M. local time;
- C. Revise paragraphs B1 to reflect a 52 month contract term;
- D. Replace the 1st paragraph in Sub-Section C.1.7(c) to clarify what constitutes “key personnel”;
- E. Revise paragraph L.17.1b, c, and d to clarify page limitations and page sizes;
- F. Add a new paragraph L.17.2.B7(b)(1) to clarify offeror submission of resumes/qualifications and suitability with proposals; and
- G. Respond to questions from industry.

Updates that include the revisions and replacements as a result of this amendment have been made to the solicitation and are indicated in italicized, red font as appropriate. These updates may be accessed/obtained by clicking on the appropriate link that is followed by “as of Amendment 0001” on the web site:
www.procurement.irs.treas.gov/.

Questions from industry are as follows:

QUESTIONS AND RESPONSES

1. Reference Section L.18(3); Section G.1.3 Project Manager; and Section C.1.7(c) Key Personnel - Per Section G.1.3, is the resume for the Project Manager the only resume required for submission with the vendor's proposal? If not, will you please provide a list of all positions for which the vendor must submit resumes?

RESPONSE: Paragraph G.1.3 requires offerors to submit the name of its designated Project Manager with its proposal. Paragraph L.18 (3) specifies offerors shall return a completed paragraph G.1.3 with their proposals. Resumes are required for the Project Manager, Supervisors, and K-9 Handlers. Paragraph C.1.7(c) has been revised to clarify this issue. Additionally, paragraph L.17.2.B.7(b)(1) has been revised to clarify what is required with respect to this issue as it pertains to proposal submission.

2. Reference Section C.5.6 - Are all of the incumbent personnel trained to the current standards listed in this section? If so, will proof be provided to the successful vendor of the status/completion of all incumbents' training?

RESPONSE: Yes, all of the incumbent personnel are trained to the current standards listed in this section. Documentation will be provided to the successful contractor after contract award.

3. Reference Section B.1 Description of Contract Services and Section F.3 Contract Term - Section B.1 lists the contract term as 51 months; Section F.3 lists the contract term as 52 months. Which is correct?

RESPONSE: 52 months is correct. Paragraph B.1 has been corrected to read "52 months".

4. Is this contract an 8A set-aside?

RESPONSE: This is an unrestricted acquisition. The solicitation cover page contains this information and has been added to the web site.

5. On Page C-9 of the solicitation, paragraph C.1.7.c, "Key Personnel" it states, " The Contractor's Project Manager and all other personnel performing the requirements of this contract, with the exception of those performing strictly clerical or secretarial functions, are key personnel. The Contractor shall submit resumes for all key personnel." Does the government identify all personnel, with the exception of clerical and secretarial, as "key personnel?" This would imply that all security officers are considered key personnel. Is this correct?

RESPONSE: Yes, the Government identifies key personnel as personnel performing the requirements of this contract, with the exception of those performing strictly clerical or secretarial functions. Security Officers are considered key personnel. However, offerors are not required to submit resumes for these personnel. Offerors shall provide proof of qualifications and employment suitability of proposed Security Officers. Paragraph L.17.2b has been revised to clarify this issue.

6. What is the cut-off date for all clarification questions?

RESPONSE: There is no specific cut-off date, per say, for all clarification questions. However, offerors are highly encouraged to submit any questions within 7 working days of the proposal due date.

7. Paragraph L.17 'Proposal Preparation Instructions', subparagraph L.17.1.b, c, and d request electronic files to be provided in Microsoft Word 95, 97, 98, or more recent. Due to company proprietary information and corporate official's signatures, can these files be provided in a secure portable document file (PDF)? If so, does the Government have a version preference (i.e. version 4.0, 5.0)?

RESPONSE: Electronic files must be provided in Microsoft Word as specified in Section L. The electronic files will be for Government use only and safeguarded in accordance with FAR 3.104-4. Additionally, paragraphs L.17.1.b, c, and d specify "Read Only" CD ROM.

8. If PDF files are not permitted, will the Government accept electronic files without corporate official's signatures?

RESPONSE: Yes, the Government will accept electronic files without corporate official's signatures. Original signatures required by the Government shall be submitted as specified in paragraph L.17.2.A.

9. Paragraph L.17 'Proposal Preparation Instructions', subparagraph L.17.1.b states "...single spaced, 12 pitch in Times, Times New Roman, or Courier style..." Will the Government allow graphics, tables, and flowcharts to have a smaller font size provided the text is still legible?

RESPONSE: The Government will allow graphics, tables, and flowcharts to have a smaller font no smaller than 10-point font. See response to 10 below.

10. Will the Government accept 11x17-inch pages?

RESPONSE: Foldouts no larger than 11" x 17" may be used as appropriate for illustrations and charts, with a font no smaller than 10-point font. Foldouts shall be printed on one (1) side only and shall count as two (2) pages. All pages must be numbered. In order to reduce redundancy in the proposal, the Offeror may reference another section in the proposal rather than duplicate the information in more than one location; however, consistency in the logical flow of the subject matter must be maintained. Section L, paragraph L.17.1b has been revised to incorporate this information.

11. Do the same formatting requirements apply to Part III and IV?

RESPONSE: The formatting requirements do not apply to Parts III and IV. However, Section L, paragraph L.17.1 has been revised to further expand on formatting requirements for Parts III and IV.

12. Attachment 6, Past Performance Questionnaires, the Instructions list a submittal due date of October 30, 2003. Also, the phone area code for the IRS Contracting Officer is incorrect.

RESPONSE: Attachment 6 has been corrected, and now reflects an accurate due date (December 30, 2003) and area codes (404) for the IRS Contracting Officer. The corrected Attachment 6 has been posted to the web site.

13. Because the due date is drawing closer, will the Government allow us to make the changes to the Past Performance Questionnaire prior to sending to our referenced contracts?

RESPONSE: Yes, you may make the appropriate changes in the due date and the Contracting Officer's phone and fax numbers to the Questionnaire. However, the corrected Questionnaire is available on the web site.

14. Paragraph L.17.2.B.7(d) calls for a Phase-In Plan. How many days are planned for the transition from contract award notification to contract performance?

RESPONSE: As specified in Section C, paragraph C.1.11, the phase-in period will be no fewer than 30 calendar days of contract award.

15. Section B.1, Page B-1, notes a contract period totaling 51 months through 09/30/04. This means the base period begins 07/01/04. The Price Schedule, Page B-4, and Section F.3 states that the base period begins 06/01/04. Which is the correct base period start date?

RESPONSE: See response to 3 above.

16. *Reference Section C.5.3.(g)(2)(ii), Page C-24, Training Schedule* - Is the K-9 proficiency training "allotted" at 4 hours/week a billable cost as productive hours?

RESPONSE: As specified in Section B, billing for K-9 Explosive Detection services shall be on a monthly basis – not based on productive hours. K-9 proficiency training is performed concurrently as part of normal tour of duty.

17. Will on-site office space be provided for the Shift Supervisors and the Project Manager?

RESPONSE: Yes, off-site space will be provided for the Shift Supervisors and the Project Manager.

18. Is there a CBA currently in effect with the incumbent contractor and can we obtain a copy of it?

RESPONSE: There is not a CBA currently in effect with the incumbent contractor for this requirement.

19. Is there a collective bargaining agreement (CBA) in place for the current guard force? If so, can a copy of the CBA be sent to us?

RESPONSE: See response to 18 above.

20. Will they (the incumbent contractor) be permitted to submit a Bid Proposal on Solicitation TIRSE-03-R-00002?

RESPONSE: This is an unrestricted procurement. See response to 4 above.